

**RESTRICTED**

\*OMB Waiver Letter In ERU File\*

EMERGENCY RELOCATION

The National Security Resources Board has requested the General Services Administration and the Bureau of the Budget to develop a plan for the emergency relocation of essential units of the Federal Government, to take effect in the event of enemy action or the "imminent threat" thereof. It will be recalled that in his request of last November for proposals from agency heads regarding activities to be dispersed or decentralized, the Director of the Bureau of the Budget asked that serious thought be given to such interim measures as should be taken or planned in the interest of security.

GeneralI. Objective of the Plan

The basic objective of emergency relocation planning is still that which was described in the Director's communication; namely, to assure the continuity of essential functions in the event of a devastating attack. The immediate objective of such planning will have been achieved if arrangements are promptly made whereby essential defense activities can be carried on under emergency conditions for a period of 90 days at designated relocation centers. It is, of course, understood that during that period further steps would be taken to organize for long-range operation.

II. Information Requested

The present request requires the identification of the measures which will be taken by each agency and a listing of the facilities which must be provided by other agencies at emergency relocation centers in order to effectuate each agency plan.

**RESTRICTED**

RESTRICTED

- 2 -

### III. Controlling Factors

Emergency planning requires that provision be made for:

A. The physical protection of personnel, essential records, and special equipment which may be in the target area at the time of an attack. Information and instructions regarding this phase of planning will be given by the General Services Administration.

B. The movement of personnel, essential records, and special equipment. Immediately before, during, or after an attack, all movement will be controlled by the District of Columbia Civil Defense authorities.

In conformity with the intent of instructions issued by the National Security Resources Board, the General Services Administration will serve as the liaison agency between the executive branch and the District of Columbia Civil Defense authorities. It will keep the agencies informed regarding regulations for controlling movement during an emergency period, including provisions for access to relocation centers.

C. The contingency that an emergency might develop either during the night or during day-time working hours.

In the event of a night emergency, most of the employees would be in their residences, from which selected key employees would be expected to report, in accordance with previously received instructions, directly to their designated relocation centers. Under such conditions it is clear

RESTRICTED

RESTRICTED

- 3 -

that action must have been taken in advance to assure the availability of records essential to the performance of the functions to be performed at relocation centers. It follows that this advance action must be taken regardless of whether an emergency develops during either night or day. In the latter case, since effective measures must already have been taken to make essential records available, the principal problem would be one of protection and movement of personnel-- a matter referred to above.

#### IV. Basic Determinations

In the light of the foregoing, there are at least four basic determinations to be made which have already received the consideration of responsible agency officers.

- A. Establishing the relative intra-agency priority of defense functions now performed in the central Washington area.
- B. Selecting the key personnel essential to the continued performance of high priority functions.
- C. Identifying the records (and highly specialized equipment, if any) necessary for the conduct of those functions.
- D. Deciding upon the various means available which should be incorporated in an emergency plan for assuring continuity of operations.

#### V. Plans for Action

It is anticipated that a general directive, to be followed by detailed instructions, will be issued to all agencies in the

RESTRICTED

**RESTRICTED**

- 4 -

executive branch regarding the protection of personnel. Accordingly, present plans for action will consist primarily of (1) preparing instructions for key personnel as to how and when to report to a designated relocation center; (2) arranging well in advance for the availability of necessary records (and special equipment, if any) at the relocation center; and (3) determining agency requirements (space, special facilities, etc.) at the center.

It is urged that agencies take full advantage of field establishments when considering possible emergency relocation centers. As a rule, arrangements for utilizing an existing field office can more readily and effectively be made than will be the case when a new center must be established.

The report requested below provides for the compilation of basic data prerequisite to the development of plans for action.

#### Guide Lines for Reporting

Reference is made below to the column numbers and headings on the attached report form.

#### Column No.

##### (1) Organization Unit

Identify the organization unit to be reported upon in Columns (2) to (14). Such units should be listed in order of their intra-agency priority, commencing with those performing the most essential functions. Whenever feasible, please follow the organizational breakdown appearing on

**RESTRICTED**

RESTRICTED

- 5 -

Exhibit A or the summary sheet of the report which you furnished to the Bureau of the Budget on dispersal and decentralization.

(2) Major Function (Brief identification)

Identify in abbreviated form the major function performed by the organization unit.

(3) Washington Area Personnel as of 6/30/51

Give the number of employees which are authorized for employment through June 30, 1951, in the Washington area, i.e., the District of Columbia and immediate vicinity.

(4) Any Field Offices? (Yes or No)

If the answer is "No", Columns 8, 9, and 10 will be left blank and Columns (11) and (12) used.

Delegation of Authority

(5) Positions Identified? (Yes or No)

If the answer is "No", report under that entry the date when determinations will have been completed.

(6) Instructions Prepared? (Yes or No)

If the answer is "No", report under that entry the date when instructions will have been prepared.

(7) Sufficient Authority? (Yes or No)

The purpose of this question is to ascertain whether the agency has sufficient legal powers to permit the necessary delegations of authority and succession of command to

RESTRICTED

**RESTRICTED**

- 6 -

become effective in the event of an emergency. If the answer to this question is "No", describe in an appendix to be attached to the report the legal restriction which would prevent delegation including suggested remedial legislative language.

Emergency Relocation Requirements

At Existing Field Offices

When an agency has existing field offices, it is possible, and often probable, that arrangements can be made whereby the headquarters functions under consideration can be carried on under emergency conditions at a field office rather than at a new relocation center. As stated in section V above, full advantage should be taken of this possibility of simplifying a somewhat difficult problem. In some instances, the agency may wish to make a distinction between the function of directing policy and programs and the function of supervising operations. Depending on circumstances, these functions may be relocated at the same or different field offices. When field offices exist and no suitable arrangements can be made, the reasons should be explained in an appendix to be attached to the report. If a field office has been selected, report the information required in Columns (8), (9), and (10).

**RESTRICTED**

**RESTRICTED**

- 7 -

(8) Location

Give location of field office selected.

Personnel and Records

(9) Number of Employees

Enter here the minimum number of employees to be transferred to the designated field office.

(10) Space (sq.ft.)

Enter here the number of additional square feet of office space which it is estimated will be required to accommodate the employees and the records to be transferred to the designated field office.

At New Relocation Centers

When there are no field offices or when existing field offices are determined to be unsuitable by reason of being in a critical target area or because of other conditions, new relocation centers will be designated from a list of locations to be furnished by the General Services Administration. These temporary locations will be within commuting distance of Washington whenever possible.

Personnel and Records

(11) Number of Employees

Enter here the minimum number of employees to be transferred to the new relocation center.

**RESTRICTED**

RESTRICTED

- 8 -

(12) Space (sq.ft.)

Enter here the estimated number of square feet of space required by the employees and the records to be transferred to the new relocation center.

(13) Special Equipment (Yes or No)

This entry has reference to highly specialized equipment of a type not available in the open market but essential to the conduct of the function in question. If the answer given in Column (13) is "Yes", information to be furnished in an attached appendix is requested on the following points:

1. Is similar equipment available in any field offices, and if so, where?
2. If such equipment is located only in the Washington area, can any of it be spared for standby purposes and stored elsewhere?
3. If the answers to 1 and 2 are in the negative, does the agency propose to purchase or construct extra equipment for standby purposes? If so, give estimated cost and time required for delivery.
4. What steps does the agency believe should be taken, with the assistance of the General Services Administration, to protect the equipment which must continue to be used in the Washington area?

RESTRICTED



RESTRICTED

- 9 -

5. Report the number of square feet of floor space needed to accommodate the equipment at a relocation center, and note any special requirements such as floor load and power.

(14) Special Facilities (Yes or No)

It can be assumed that heat, light, water, and at least one telephone line will be furnished at relocation centers. "Special facilities" has reference to any unusual requirements of the organization unit in the way of communications, power, vaults, or special fixtures, etc. If the answer is "Yes", a complete description of requirements should be reported in an appendix to be attached to the report.

RESTRICTED

RESTRICTED

Exhibit 51-118

NOTE: Transmit original and three copies  
to the Bureau of the Budget on  
21" x 16" paper.

EMERGENCY RELOCATION DATA

Organization Unit (1)	Major Function (Brief Identification) (2)	Washington area personnel as of 6/30/51 (3)	Any field offices? (Yes or No) (4)	Delegation of Authority		Emergency Relocation Requirements													
				Positions identified? (Yes or No) (5)	Instructions Prepared? (Yes or No) (6)	At an Existing Field Office		New Relocation Center											
				Identified? (Yes or No) (5)	Prepared? (Yes or No) (6)	Location (8)	Personnel and Records No. Employees Space (sq.ft.) (9)	Personnel and Records No. Employees Space (sq.ft.) (10)	Special Equipment? (Yes or No) (11)	Special Facilities? (Yes or No) (12)	Special Facilities? (Yes or No) (13)								

Approved For Release 2002/03/25 : CIA-RDP78-04718A002700030081-2

Approved For Release 2002/03/25 : CIA-RDP78-04718A002700030081-2

RESTRICTED

TRANSMITTAL 5		
24 March 1951 DATE		
TO: Deputy Director (Administration)		
BUILDING Administration	ROOM NO. 223	
REMARKS:  No distribution has been made on the attached Bulletin No. 51-11. Please advise if you wish to have a distribution made.		
<p>27 Mar I am working on this &amp; will prepare reply. Bulletin has been briefed in Director's log. WJ</p>		
FROM: Comptroller		
BUILDING Central	ROOM NO. 209	EXTENSION 445

FORM NO. 36-8  
SEP 1946